

**MINUTES OF PREPROPOSAL CONFERENCE FOR TRAVEL MANAGEMENT  
SERVICES CONTRACT FOR U.S. MISSION, PAKISTAN**

A pre-proposal conference was scheduled to discuss key points of the solicitation # SPK330-14Q5723 on June 4, 2014, at 11:00 a.m. in the Embassy Auditorium. It started at 11:25 because two of the participants were late.

Two persons participated from GSO Travel office including Visitor Bureau Coordinator and Travel Supervisor. Four persons were present from GSO/Procurement to include, Contracting Officer, Procurement Supervisor, and two Purchasing Agents. Supervisor General Services Officer and Deputy General Services Officer also participated. Fourteen participants from seven firms attended the conference.

The Contracting Officer introduced the Travel and GSO/Procurement representatives to the participants. After introduction, Contracting Officer delivered a short speech to welcome the attendees and handed over MC duties to the Procurement Supervisor who elaborated following key points of the solicitation:

Per U.S. Government policy, if a question asked by one offeror, the Government will provide the answer in writing to all interested offerors.

We will take all of your questions, but we may be unable to answer all questions completely at this event. We will document all questions and provide responses to each question in writing to all offerors. All questions and answers may be downloaded from same website (FedBizOps) where solicitation package is posted: [www.fbo.gov](http://www.fbo.gov).

Questions may be submitted until 1630 hours on June 6, 2014. The following are e-mail addresses where you can submit your questions:  
[ShahzadK2@state.gov](mailto:ShahzadK2@state.gov) and [LatifM@state.gov](mailto:LatifM@state.gov)

The closing date to submit quotations is Wednesday, July 2, 2014 at 1500 hrs. Late offers will not be accepted. No electronic offers will be accepted. Offers will be accepted by courier or general post, but it must be received in the Embassy mailroom by this deadline.

The solicitation document is organized as follows:

Standard Form 1449: The SF-1449 form is very important. Offerors must complete blocks 17, 23, 24, and 30. (P. 2 and 3)

Section 1      The Schedule – Continuation to SF-1449 Prices Block 23 (p. 5)  
Provides a brief description of services required and prices for base year and four one-year options. Each year of the contract will reflect fixed unit prices and estimated quantities for each category. The pricing table allows the offerors either to offer same or different price for each category based on two different payment methods:

- a) Transaction fee for the tickets Purchased using a Government Travel Charge Card or CBA Program: (A Government Travel Charge Card or Centrally Billed Account will be used to pay for each ticket purchase), a sort of credit card will be used to pay the contractor.
- b) Transaction fee for the tickets Purchased NOT using the Government Travel Charge Card or CBA Program: (The offeror procures the tickets and invoices the Government). These payments will be made within 30 days upon submission of legitimate invoice.

Continuation to SF-1449, block 20 – Schedule of Supplies/Services, Description/Specifications/Work Statement (Scope of Work).

Paragraph number 1 through 27 of this section provides the comprehensive details of the requested services.

Attachments: Page 39

Attachment 1 - e-travel service standards for accommodating external travel agent services

Attachment 2 - Quarterly Sales Activity Report

Attachment 3 - Government Furnished Property

Attachment 4 - Performance objective and threshold (Identity the service standards and thresholds for contractor to adhere).

Section 2      Contract Clauses (p. 46)  
Provides all FAR/DOSAR clauses applicable to this contract, ordering limitations, and list of holidays.

Section 3      Solicitation Provisions (p. 59)  
Read this section carefully, it reads the instructions to offerors, how to structure your offers/quotes and what documents to include in your offers. IMPORTANT: If your offer misses anything advised in this section, it may disqualify you to be technically acceptable. Therefore, include all the information requested in this section and elsewhere in the solicitation.

Section 4      Evaluation Factors (p. 63)  
This section discusses how your offers will be evaluated and provides the following evaluation factors:

Award will be made to the quoter which quotes the lowest transaction fees and complies with the terms of the RFQ. The quoter shall submit a completed solicitation, including Sections 1 and 5.

The Government reserves the right to reject proposals that are unreasonably low or high in price.

The lowest price will be determined by multiplying the offered transaction fee for each contract line item in Section 1 for each period of performance by its respective estimated requirements. These requirements represent the estimates for each period of performance rather than the entire contract period, so the transaction fee for each period of performance will be multiplied by the same estimated requirements. The subtotals for the base and all optional periods of performance will be totaled to arrive at the total transaction fees to be charged to the Government. The estimates set forth in Section 1 are based on official travel only, not personal travel. These estimates are provided only for purposes of computing the estimated transaction fee payment and are not guaranteed.

The Government will determine quoter acceptability by assessing the quoter's compliance with the terms of the RFQ.

The Government will determine quoter responsibility by analyzing whether the apparent successful quoter complies with the requirements of FAR 9.1, including:

1. Adequate financial resources or the ability to obtain them;
2. Ability to comply with the required performance period, taking into consideration all existing commercial and governmental business commitments;
3. Satisfactory record of integrity and business ethics;
4. Necessary organization, experience, and skills or the ability to obtain them;
5. Necessary equipment and facilities or the ability to obtain them; and
6. Otherwise qualified and eligible to receive an award under applicable laws and regulations.

#### EVALUATION OF OPTIONS

The Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

It includes FAR/DOSAR clauses and details of certifications required from offerors. Please read this section and fill-in the information where required.

DUNS Numbers (p. 51, clause 52.204-12)

DUNS number is required to get award of this contract and must be included in the quotation. Offerors interested to submit their proposal must obtain DUNS number by visiting following website: <http://fedgov.dnb.com/webform>

**System for Award Management (SAM) (p.51, clause 52.204-13)**

Registration in SAM is also required to get the award of this contract and get paid under this contract. Registering in SAM is a 3-step process. First, you must get your DUNS number, then you must obtain an NCAGE number, and only after these two steps have been completed you can go to the third step and register in SAM. The following link will take you to the step by step instructions to get your firm registered. This is just registration of your company/firm in order to do business with the United States Government anywhere in the world.

To remain registered in the **SAM** database after the initial registration, the Contractor is required to review and update on an annual basis from the date of initial registration or subsequent updates its information in the **SAM** database to ensure it is current, accurate and complete.

<http://pd.statebuy.state.gov/Content/documents/NewForeignRegistration.pdf>

Proposals which do not include the price for base year and each option year will not be accepted.

**Section 3, (p. 59)** contains detailed information about preparing the solicitation package.

Each offeror must submit the following separate volumes:

S/NO	Description	Copies Required
<b>Volume I</b>	<b>Standard Form 1449: Complete Blocks 17, 23, 24, and 30;</b> As appropriate, completed <b>Section 5</b> of this solicitation.	<b>- 2 copies</b>
<b>Volume II</b>	<b>Price Quotations</b> Price quotations for the base year; Price quotations for all option years	<b>- 1 copy</b>
<b>Volume III</b>	<b>Technical Proposal</b> Include all document as explained in section 3 and elsewhere in the solicitation.	<b>- 4 copies</b>

The participants were informed of the amendment to the solicitation which removes the requirement for separate fee structure for CBA and non-CBA purchases, since the USG will bear the cost of all CBA-related bank processing fees. Therefore, there is no need to have two different pricing tables. Solicitation will be amended to merge the two tables into one price table.

Government will award the contract to the technically acceptable, responsible offeror with the lowest evaluated price resulting from the solicitation. Offerors are reminded that the Government may award this contract based on initial offers and without holding discussions. Therefore, each initial offer should contain the offeror's best terms from both a price and technical standpoint.

Procurement Supervisor concluded his speech and opened the forum for questions. All questions were taken and answered the simple ones and reiterated that further information and responses to all questions would be provided in writing after thorough review. All questions with their answers are attached separately.

At 12:30 p.m. Procurement Supervisor restated his appreciation of the offerors' participation and extended his thanks to participants on the behalf of U.S. Mission. The conference was concluded.